

Grant Application Guidelines

The City of Morgan Hill is happy to support local property owners in ensuring that their sewer lateral is not contributing to local water quality problems. Here are the guidelines for this grant program.

General Things to Know First:

- Applications are accepted on a continual basis until the program is completed or all funds have been exhausted. Not all applications will be granted. Once the City receives your complete application package, you should receive a notification about the status of your application within two weeks. The determination of eligibility will be made by the designated representative whose decision will be final.
- **A Letter of Approval from the City must be issued prior to the commencement of the work.**
- The maximum amount of assistance for any one residential sewer lateral project is 50% of the approved cost of the lowest bid, up to a maximum grant amount of \$5,000.
- Once the Letter of Approval is issued, **you will have 90 days to complete the project**, pay the contractor, and request grant payment.
- Each property can receive a maximum of one private sewer lateral grant in a 20-year period.

What's Required in the Application Package?

- One (1) Completed application form
- One (1) Completed inspection form
- One (1) Inspection CCTV footage
- Copies of the bids from three (3) or more contractors
- To submit Application packages, email PSL.WC@morganhill.ca.gov.

Private Sewer Lateral Grant Checklist:

- ☐ The property owner hires a Qualified Contractor to complete the Private Sewer Later Inspection Report Form and record CCTV footage of the pipeline.
- ☐ The property owner completes the Grant Application Form and gathers three (3) valid price bids from contractors for the complete project and submits it to the City of Morgan Hill via email to PSL.WC@morganhill.ca.gov. A copy of the CCTV footage and Inspection Report Form are to be included with the grant application. Qualification is determined based upon these documents and their content. Applications should be submitted by the owner of the property, all applications submitted by others will require a separate Authorization Letter.
- ☐ The City of Morgan Hill will contact the property owner with notice of approval or denial of the grant application. **A Letter of Approval must be issued by the City of Morgan Hill to the property owner before any work begins.** *NOTICE: If all required documents are not submitted and approved by the City prior to commencement of construction work, no funds will be available to the property owner.*
- ☐ The property owner/contractor obtains all required permit(s).
- ☐ The property owner schedules work directly with the contractor.
- ☐ Once the work is complete, the property owner submits a copy of the "Paid-In-Full" invoice to the City of Morgan Hill for the work performed by the contractor for the approved amount on the application.
- ☐ The City of Morgan Hill processes the "Paid-In-Full" invoice for payment. Payment will be made within 30 days. Please note, the "Paid-In-Full" invoice should be stamped "Paid-In-Full" or written and initialed by the contractor that it is "Paid-In-Full".



PRIVATE SEWER LATERAL GRANT APPLICATION 2025/26 FISCAL YEAR

GRANT APPLICATION FORM	
Property Owner(s) Name: _____	
Property Address: _____	
Mailing Address (if different): _____	
Phone: _____ Email: _____	
Type of Property (select below): <input type="checkbox"/> Single Family Home Main Residence <input type="checkbox"/> Other, please specify: _____	
Property Owner (select below): <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, applicant must include Authorization Letter from the property owner)	
Contractor Bids (must include 3 and email copies to City)	
1.	Company Name: _____ Contractor Name: _____ Bid Amount: _____ Date of Bid: _____ License # _____
2.	Company Name: _____ Contractor Name: _____ Bid Amount: _____ Date of Bid: _____ License #: _____
3.	Company Name: _____ Contractor Name: _____ Bid Amount: _____ Date of Bid: _____ License #: _____
<p>By signing this application, I certify that (i) I have read and understand the "Private Sewer Lateral Grant Application Guidelines"; (ii) I am the legal owner or, if the owner is a tax-exempt public service organization, the legal representative of the owner of the subject property described above; (iii) I recognize the acceptance of this private sewer lateral grant application is not a guarantee or promise by the City of Morgan Hill to approve any grant funds for private sewer lateral repair at the above-described property; (iv) I understand the City of Morgan Hill will award one (1) private sewer lateral repair grant for that property in a 20-year period; (v) I must maintain the private sewer lateral at the above-described property in compliance with Municipal Code Chapter 13.20.070 even if this private sewer lateral grant application is not approved; and (vi) I understand that the City of Morgan Hill does not guarantee the work of contractors on private sewer laterals. I understand and agree that the grant award is not an acceptance of liability on the City's part, and that any future repairs of the lateral are my responsibility.</p>	
Applicant Name (print): _____	
Applicant Signature: _____	Date: _____
FOR OFFICE USE ONLY	
Required Documents Received: <input type="checkbox"/> Complete Inspection Report Form <input type="checkbox"/> CCTV Footage <input type="checkbox"/> Complete Grant Application Form <input type="checkbox"/> Property Owner Authorization Letter (if applicable)	APN: _____ FY: _____ Date Reviewed: _____ Staff Member: _____
Application Results: <input type="checkbox"/> Approved <input type="checkbox"/> Incomplete Application <input type="checkbox"/> Denied	
Final Grant Amount (50% of lowest bid, up to \$5,000): \$ _____	
Comments:	